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29 June 1960

Principal Accomplishments of the Records Management Staff for Fiscal Year 1960

	<u>SUMMARY</u>	
	<u>SALARIES</u>	<u>TANGIBLE DOLLAR BENEFITS</u>
I. Administration and Support	\$ 28,278	\$ --
II. Forms Management	58,216	22,000*
III. Records Systems	30,557	67,642
IV. Records Disposition	28,981	45,760
V. Records Center and Vital Records Operations	97,612	754,800
Total	\$243,644	\$ 890,202

* Arrived at by doing a representative sampling. These are actual savings. The grand total would be substantially higher. Time was not taken to compute total benefits.



Actg. Chief / R.M.S.
5 July 1960

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	<u>Salaries</u>	<u>Tangible Dollar Benefits</u>	<u>Accomplishments</u>
1. Overall Administration and Support	\$28,278	0	<ol style="list-style-type: none"> 1. Presented Records Management Program highlights at Agency Support Exhibits. 2. Wrote two articles on Records Management for the <u>Support Bulletin</u>. 3. Presented seven Filing Workshops to 311 Agency employees in collaboration with OTR. 4. Held a two-day Records Management seminar for 35 Agency Records Officers. 5. Made Records Management Presentations at two senior staff meetings. 6. Provided 1,228 hours of orientation and on-the-job training for five new area Records Officers and one Management Analysis Staff employee. 7. Conducted Agency-wide programs to promote greater records disposition effort, which brought about "do something" directives in all major operating offices, and a reduction of 8.4% in DD/I records holdings. 8. Provided National Archives and Records Service with the staff assistance of two employees in the Forms Management and the Records Systems fields.

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	<u>Salaries</u>	<u>Tangible Dollar Benefits</u>	<u>Accomplishments</u>
1. Forms Management	\$58,216	\$22,000	<ol style="list-style-type: none"> Completed 1,495 forms analysis projects as follows: 170 new forms designed, 263 existing forms revised and improved; 806 forms reprinted with adjustments in quantities ordered; 256 forms made obsolete and purged from the system. Reduced the Agency forms inventory from 1,960 at the end of FY 59 to 1,899. For the 14th straight year kept the inventory below 2,000. Made major improvements in the Agency dispatch form and procedures which will streamline dispatch preparation and handling and reduce annual material costs by \$6,000. Most significantly, new procedures will eliminate the need for over a quarter of a million of authenticating and signing officers' signatures annually. Improved the Personnel Record Questionnaire by providing padded RCR sets in lieu of conventional paper and reusable carbons. Elimination of hand collation and decollation of forms and carbons resulted in a reduction of agency-wide clerical preparation time valued at \$4,000. Purged the Agency's Information Reporting system of faulty forms and prompted a \$1,300 reparation from the manufacturer. Prevented expenditure of \$1,500 for OTR computer forms by questioning their need. Prompted Supply Division, Logistics, to purge 79 nonstandard ("bootleg") forms from its operations. With DD/P, developed the Guide, <u>Care and Use of Off-set Masters</u>, to promote improvement in information report preparation at headquarters and in the field. A station immediately recognized that it had a \$1,500 twelve year supply of forms which had only a two year shelf life.

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II. Forms Management	\$58,216	\$22,000	<ol style="list-style-type: none">9. Prevented an additional printing cost of \$6,000 by nonconcurring in Contact Division/CO request for distinctive markings on CO-B Information Reports.10. Prompted action to purge supply channels of coverage faulty stencils, many of which would not reproduce legible copies and had to be retyped. Avoidance of retypes prevented Agency-wide waste of 1500 man hours of clerical preparation time valued at \$2400.

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III. Records Systems	\$30,557	\$67,642	<ol style="list-style-type: none"> For the second straight year, held obligations to zero for the purchase of safe-type filing equipment for Headquarters use. Enough equipment was turned in at Headquarters to hold obligations for overseas needs to only \$17,000. (Prior to 1955, yearly obligations exceeded \$1 million; during 1955 through 1958 obligations averaged \$180,000 each year). Actions such as the following contributed to the savings during FY 60: <ol style="list-style-type: none"> Promoted a Headquarters-wide survey of unused safes which prompted the turn-in of equipment valued at \$4,124. Precluded the purchase of \$57,336 worth of Harrin-Hall-Marvin safes for use overseas by arranging for the return of 134 pieces of this type of equipment to stock in exchange for Remington Rand safes (which can be used at Headquarters, but not overseas). Prevented purchase of specialized mechanized filing equipment costing \$1,000 by substituting a conventional \$134 card file. Improved filing systems in Regulations Control Staff and recommended return of \$1,250 worth of filing equipment to stock. Converted files installations in to the shelf-file system which increased filing capacity 75% and released \$3,966 worth of safe cabinets. (Since mid 1957, 23 Agency files installations have been converted to the shelf-file system. These conversions on the average increased filing capacity 40%, decreased floor space requirements 48%, and returned to stock \$298,866 worth of equipment, after an investment of about \$100,000 in shelf-file materials).

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	<u>Salaries</u>	<u>Tangible Dollar Benefits</u>	<u>Accomplishments</u>
III. Records Systems	\$30,557	\$67,642	5. Installed 30 filing systems, 19 of which were conventional administrative subject-numeric systems and 11 were systems developed to meet unique filing requirements. The training of 311 persons through seven filing workshops contributed substantially to promoting these installations.

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	<u>Salaries</u>	<u>Tangible Dollar Benefits</u>	<u>Accomplishments</u>
Records Disposition (Includes overall Records Management surveys)	\$28,981	\$45,760	<ol style="list-style-type: none"> 1. Developed Records Control Schedules for three Headquarters components and one overseas station. Destroyed 136 cu. ft. of records in conjunction with these projects. 2. Assisted Records Officers with the development of three schedules. 3. Audited records management programs in two offices and prepared revised schedules. Eight hundred and thirty-one file series covering 8,991 cubic feet of records were involved in these schedules. 4. With a goal to reduce holdings 25%-50%, initiated a project to provide for the disposition of 4,000 cubic feet of records received from USIB Agencies and accumulated in OCB and the Records Center. Application of disposition standards, now being coordinated with USIB Agencies, will also control the volume of future holdings. 5. Initiated the first full-scale records management survey to be conducted in DD/P by a Records Management Staff Analyst. Results to date have been: <ol style="list-style-type: none"> (A). An inventory of the 790 cubic feet of records in CA Staff; (B). Development of Records Control Schedules; (C). Development and application of VM Schedules; (D). Installation of four subject-numeric filing systems; and (E). Destruction of 800 cubic feet of records.

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IV. Records Disposition (Includes overall Records Management surveys)	\$28,981	\$45,760	<p>6. Conducted a comprehensive records management survey in the Real Estate and Construction Division, Logistics, which:</p> <p>(A). Established centralized files for all real property acquisition and construction records;</p> <p>(B). Provided a real property statistical reporting system using RAM facilities;</p> <p>(C). Established a recording and locator system for real property documents;</p> <p>(D). Provided a single format for 25X1 real property reports; and 25X1</p> <p>(E). Established a mail control procedure.</p>

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V. Records Center and Vital Records Operations	\$97,612	\$754,800*	<ol style="list-style-type: none"> 1. Received at the Records Center 16,866 cubic feet of records transferred from Headquarters Offices. This volume, if retained in the offices, would have called for the purchase of additional filing equipment costing over \$721,990. (At the close of FY 60, a total of 88,653 cubic feet of records had been received by the Center since 1952. If these records had not been removed from Headquarters Offices, about 9% additional space would be needed in the new building, and well over \$3 million would have been spent for filing equipment. The Center is now holding 58,391 cubic feet of records, about 80% of its capacity.) 2. Assisted DD/P in developing a current vital materials program which resulted in establishment of 17 vital material schedules and a review of all DD/P vital materials in the repository. Of equal importance was the success of bringing together responsible vital materials officials in DD/P and DD/I for exchanges of ideas and comparisons of vital material lists thus preventing duplication of DD/P and DD/I deposits in the repository. 3. Revised three existing Vital Materials schedules. 4. Arranged for Office of Communications to deal directly with Records Center instead of through DD/P, eliminating duplicate effort. 5. Serviced 191,795 requests for information or documents, an increase of 95,941 requests over the volume serviced in FY 59. 6. Completed consolidation of VM Repository and Records Center operations. In addition to improving procedures, this move released to stock \$24,000 worth of filing equipment and freed space to expend signal center facilities.
Tangible Dollar Benefits (Items 1 and 6)		\$745,990	
Tangible Dollar Savings (Item 7)		8,810	
		<hr/> \$754,800	

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V. Records Center and Vital Records Operations	\$97,612	\$754,800	7. Eliminated one GS-12 position by consolidation of the VM Repository with the Records Center, saving \$8,810.

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